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COMMERCIAL
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IN REPLY REFER TO:

5218
Ser 54A/3
JAN 23 2002

From: Commander, Naval Supply Systems Command

Subj: HIGHLIGHTS OF CHANGE'S IN OFFICIAL MAIL POLICIES AND
PROCEDURES

Ref: (a) DODI 4525.8, DOD Official Mail Management
(b) DOD 4525.8-M, DOD Official Mail Manual

Encl: (1) MPSA-OMM memorandum of 10 Jan 2002

1. Enclosure (1) highlights important changes in references (a) and (b), both dated 26 December 2001.

2. Request you forward enclosure (1) to all activities under your cognizance. All Official Mail Managers must read and become thoroughly familiar with the references and the major changes outlined in the enclosure.

3. When the review of references (a) and (b) and enclosure (1) is completed, Official Mail Managers are required to implement appropriate changes to their official mail cost control program.

4. Direct questions on the contents of this letter to the Navy's point of contact for official mail issues, Mr. Alan L. Hass, 717-605-5894 or DSN 430-5894.


E. DEMETZKY
By direction

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MPSA-OMM



DEPARTMENT OF DEFENSE
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REPLY TO
ATTENTION OF
MPSA-OMM

10 January 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Highlights of Changes in Official Mail Policies and Procedures

1. The new DOD Instruction (DoD1)4525.8 ,DoD Official Mail Management, and the revised DoD 4525.8-M, DoD Official Mail Manual were signed on 26 December 2001. Paper copies will not be distributed. There is a link to them under New Information at <http://Nwww.hqda.army.mil/mpsa>.

2. The DoD Instruction 4525.8 is basically the first two chapters of the previous DoD Official Mail Manual. The changes are effective immediately. The following are some of the changes.

a. Hard copies of the required publications are necessary only when a publication is not available in electronic form or those who are required to have them do not have access to the Internet. (See Enclosure 2 to DoD1 4525.8.)

b. Users shall budget for and pay for postage. (Paragraph E4.2.1.)

c. DoD activities shall use prepaid postage. (Paragraph E4.2.2.) Those activities still using Penalty Postage via the U.S. Postal Service's (USPS) Official Mail Accounting System (OMAS) should close their OMAS accounts not later than 30 September 2002.

d. Deductions from USPS trust accounts and electronic billings shall be verified to make sure they are valid, accurate, and not a duplicate entry. (Paragraph E4.2.4.)

e. Paragraph E4.2.5. places restrictions on whom may process outgoing mail. The paragraph is too long to quote here.

f. Paragraph E4.2.8. restricts the use of USPS owned equipment by DoD activities.

g. Paragraph E4.2.11. contains requirements that must be in contingency, operations, and exercise plans.

h. Paragraphs E4.2.14. and E4.2.15. contain new requirements pertaining to addresses.

i. Paragraph E4.3.6. requires all activities using prepaid postage to submit a semi-annual report. New Mail Codes are 1013 Post Office Box Rental, 1014 PC-Based Postage, 1015 ePost Charges, and 1016 Other Charges. Note: Mail Code 1016 Other Charges is really a spare code and should not be used at the present time because all current transactions are covered by one of the other Mail Codes.

Enclosure (1)



3. DoD 4525.8-M, *DoD Official Mail Manual*, has been reorganized and now contains an extensive amount of new policies, procedures, and guidance. The changes are effective immediately.

a. Chapter 1, Mail Piece Preparation, is the primary source of information for those who originate mail pieces.

(1) There are some significant changes in Paragraph Cl .3., Restrictions on Use of Appropriated Fund Postage, and Paragraph Cl .4., Unauthorized Uses of Appropriated Fund Postage.

(2) Courtesy Reply Mail is added in Paragraph Cl. 11.1.

(3) Paragraph Cl. 17., Mailing Lists, is new and requires the up-dating of addresses as changes become known and beginning 1 July 2002 all DOD-provided addresses must be matched against the USPS' Address Management System database. Addresses that do not match must either be corrected before they are provided to others (including DoD activities) or deleted.

(4) Paragraph Cl .8.5., Proof of Delivery, introduces DD Form 2825, Internal Receipt, for use in lieu of similar DoD Component forms and PS Form 3811 under certain conditions.

b. Chapter 2, Mail Center Operations, is over 75 percent new. It has new requirements for planning; mail center operations; employees; postage procurement; security; dealings with the post office; consolidated mail; postage meters; postage stamps and PC Postage; emergency disposition of postage stamps, meters, and PC Postage devices; Postage Due Penalty Mail; change of address; contracting-out; personal and solicitation mail; and mail center equipment. Paragraph C2.11.4.1 requires the use of PS Form 3602-A, "Daily Record of Meter Register Readings." PS Form 3602-A is now obsolete and no longer available so use a spreadsheet instead.

c. Chapter 3, Addresses, is new. It sets forth the policies and procedures for the assignment, format, printing, verifying, and use of addresses within the DoD. It is effective immediately and will have great impact on the DoD. Some of the changes follow.

(1) Paragraph C3.3. states: "All DoD addresses, not just official mail addresses, shall be assigned so they are compatible with the USPS' automated delivery point sequencing.. ." It also provides instructions on how to do that.

(2) Paragraph C3.4., Uses of Addresses, covers things such as business cards, telephone directories, letterheads and stationery items, publicity items, and permanent change of station and temporary duty orders. These requirements will reduce the amount of undeliverable-as-addressed mail received and simplify mail sortation.

(3) Paragraph C3.5. requires the verification of addresses prior to entering them into mailing lists and databases.

MPSA-0MM

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- (4) Paragraph C3.6. specifies required address formats.
 - (5) Paragraph C3.7. has instructions pertaining to the printing of addresses.
 - (6) Paragraph C3.8. covers when organizations must submit changes of address.
 - (7) Paragraph C3.9. contains information on ZIP Codes and barcodes.
4. Chapter 4, Terrorist Threats, provides information about and guidance on terrorist threats and contains some mandatory actions. The information on anthrax was written prior to the October 2001 events. It is limited and will be updated in the first change to the manual.
5. Chapter 5, DoD Diplomatic Pouch Mail, is updated and reformatted.
6. Chapter 6 is new. It contains guidance on starting, ending, and moving mail center operations.



Leonard A. Bartels
DoD Official Mail Manager

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